

SECRET

SPECIAL BULLETIN

O F F I C E O F T R A I N I N G

25X1A



5 April 1968

To: All Training Officers of the Agency

ADVANCED MANAGEMENT PLANNING (4-68)

DATES 19 - 24 May 1968 (Sunday afternoon -
Friday afternoon)

LOCATION

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OBJECTIVES To increase individual effectiveness on the
job by providing better understanding of
planning as a managerial skill and familiar-
ization with the Agency's overall planning
system.

FOR Unit chiefs who have a need for better
understanding of planning methods and
processes.

Staff officers who provide planning
support to line officers.

Grade level: GS-13 or above.

(Not for persons assigned full-time PPB
duties, although they are not excluded
from attending.)

DESCRIPTION A one-week, residence (full-time) course
which provides a systematic framework for
managerial planning, identifies and analyzes
basic styles of planning, covers selected
techniques useful in planning, and provides
an orientation on the Agency's overall PPB
system. This course features active

This document is part of an integrated
file. If separated from the file it must be
subjected to individual systematic review.

(Over, Please)

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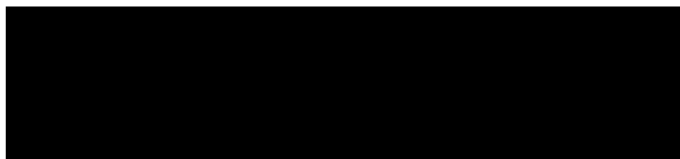
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learning through precourse work,
team problem-solving, and case study.
Formal lectures are kept to a
minimum.

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PRECOURSE WORK

Approximately 15 hours. Material to
be sent out on or about Wednesday,
1 May 1968.

REGISTRATION

Limited to 36.

Closes Friday, 26 April 1968. No
substitutions to be made after that date
because of precourse work requirements.

TRAVEL ORDERS
AND COST

Responsibility of participating office.

ADDITIONAL
INFORMATION

On course content, call ex
On registration, extension



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